

Meeting - Minutes Worksheet

Team Name: Upton Affordable Housing Trust (hereinafter referred to as "the Trust")
 Meeting Purpose: General Business Meeting
 Chair: Amanda Graham
 Date, Time, Location: Monday, April 30 2018 Ground Floor Conference Room Upton Town Hall, 6:00PM
 Meeting Number: #4-2018-04
 Members Present: Amanda Graham, Dick Desjardins, Rich Whitehouse, Karen Intinarelli
 Minutes Status: APPROVED

Agenda Item / Topic	Presenter	Discussion / Conclusion	Action / Responsibility
Call Meeting to Order / Review the Agenda	Amanda	The meeting was called to order at 6:00 PM. The agenda was reviewed and approved.	Informational
Approval of Previous Meeting Minutes	Amanda	The minutes of meeting # 3-2018-03 were reviewed, Motion #1 made to approve them. The motion passed unanimously.	
28 Hartford Ave. North	Amanda	<ul style="list-style-type: none"> The Service Agreement dated 4/18/18 between Allen Engineering AEA) and Upton Affordable Housing was reviewed, Motion #2 made to accept/execute document. The motion was passed unanimously. Rich Whitehouse will deal with AEA directly. Amanda's changes were incorporated into RFP, and sent to Sandy/Derek. 	Derek to post
Other	Amanda	<ul style="list-style-type: none"> AHT would like to be notified when residential developments requiring a permit, are up for approval by the PB & ZBA. 	Amanda will draft letter, Kathy to send B.O.S./Derek/P.B.
Next Meeting Look Ahead <ul style="list-style-type: none"> Location Date & Time Topics 	Amanda	The next meeting will take place in the Upton Town Hall, Ground Floor Conference Room. Monday, May 21, 2018 at 6:00 PM.	Amanda will generate Agenda, conf room booked (Kathy)
Adjourn the Meeting	Amanda	The meeting was adjourned at 6:45	Informational